**VALDOSTA STATE UNIVERSITY**  
**Request for Lump-Sum Compensation**

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**Employee’s Name**  
**Employee ID (ADP)**

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**Employee’s Title**  
**Employee Department**

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**Check one of the following:**

**Paygroup:**
- [ ] 51T (student assistant)
- [ ] 51C (temp biweekly)
- [ ] 51L (temp monthly)
- [ ] 51H (FT/PT biweekly staff)
- [ ] 51A (FT/PT monthly staff)
- [ ] 51G (graduate assistant)

**Department:**
- [ ] Admissions
- [ ] Summer Theater
- [ ] Orientation
- [ ] Continuing Ed
- [ ] Other (specify) [ ]

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**Please provide a brief description of work performed:**

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__________________________________________________________________________________________________________

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**No. of Hours**  
**Dates from/to**  
**Flat Amount/Rate**  
**Account number to charge**

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**No. of Hours**  
**Dates from/to**  
**Flat Amount/Rate**  
**Account number to charge**

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**APPROVED BY:**

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**Employee**

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**Department Head**

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**Dean/Director**

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**Approved by Human Resources:**  
**ADP PayCode:**  
**Date:**

**Processed by Payroll:**  
**Pay Run:**  
**Date:**